



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 8/22/78	1. Agency Address Office of Planning & Budget Office of Energy Resources Room 615 270 Washington Street, S. W.; Atlanta, GA.	Application Number 78-267	
Application Number		Date Received SEP - 6 1978	Date Completed NOV 13 1978
2. Person to Contact Rob Harvey		Working Title Associate Analyst	Telephone Number 656-5176
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1974		5. Records Series Title (followed by title used in office, if different) Present Petroleum Allocation Program Statistics File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? To plan and coordinate the implementation of a comprehensive energy management program for Georgia. This includes such activities as: identifying energy resource issues; developing and analyzing policies and programs; and recommending appropriate positions and actions to the Director of OPB; the Governor, and the General Assembly. To identify, obtain and implement Federal energy-related programs; to assist in coordinating State, regional and local energy activities in order to insure consistency with Georgia's energy goals. To collect, compile and analyze energy data, and to prepare and disseminate energy-related information to all consumers.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: summarizing and analyzing the supply availability, set-aside amounts, and allocation case activity of the Petroleum Allocation Program, under the Emergency Petroleum Allocation Act of 1973. Included are: Forms - Caseworkers Logs; Drawdown Summaries; Petitioners Worksheets; Daily and Monthly Status Reports.  File is arranged: Alphabetically by type of form, thereunder chronologically.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>1</u> ; Thirteen to twenty-four months old <u>1</u> ; twenty-five months and older <u>1</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) <u>4 folders</u> (In previous years, accumulation was greater; currently have 1/2 legal file drawer.)			

Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)

State Auditor/Designee	<i>[Signature]</i>	11-8-78
Secretary of State/Designee	<i>[Signature]</i>	Nov 6, 1978
Attorney General/Designee	<i>[Signature]</i>	Nov 8, 1978

State Records Committee (Signature) \_\_\_\_\_ Date \_\_\_\_\_

Agency Head/Designee (Signature) *[Signature]* Date 9/25/78

Records Management Officer (Signature) \_\_\_\_\_ Date \_\_\_\_\_

These instructions apply to all prior and future accumulations of the series.

12. Approved Disposition Instructions
- This agency recommends that the file series be cut off at the end of each: \_\_\_\_\_ then,
- ☒ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,
- ☒ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center, hold \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify) \_\_\_\_\_

Administrative need: frequent review and analysis of program's trends.

Attach copy or excerpt of laws or regulations. Explain administrative need.

11. Retention Requirements
- The following requires the series to be kept:
- a. State Law \_\_\_\_\_ years.
- b. Statute of limitation \_\_\_\_\_ years.
- c. Federal law \_\_\_\_\_ years.
- d. Audit period \_\_\_\_\_ years.
- e. Administrative need \_\_\_\_\_ years.
- f. Federal retention instructions \_\_\_\_\_ years.

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report?
	X	h. Is there a duplication of this series in your office, or in another office or agency? Partially only drawdown Summary
	X	i. Yes, where? Department of Energy, Region IV Office
	X	j. Is this series (or a major portion of it) regularly microfilmed?
	X	k. Does the record series result in a computer printout?